

**Minutes of the Human Resources Committee Meeting of the Town Council held
via Zoom on Monday 22nd March 2021 at 7.00pm**

Present

St Michael's Ward

Cllr J Taylor
Cllr J Zarczynski

St Paul's Ward

Cllr R Coombs
Cllr C Gilson
Cllr P Carrigan (Chairman)

In attendance

1 no. member of the public and Town Clerk.

20/27/HR Apologies for absence
Apologies were received from Cllr McNally and absence recorded from Cllr Harwood (although neither Members of this Committee).

20/28/HR Declarations of Interests
There were no declarations of interest.

20/29/HR Dispensations
There were no grants of dispensation made by the Town Clerk in relation to the business of this meeting.

20/30/HR Public Question Time for items on the agenda
There were no questions from the public.

PART A MATTERS FOR DECISION

20/31/HR Minutes of the HR Committee Meeting held on [28 October 2020](#)
A copy of the minutes had been circulated in advance.
Members RESOLVED to approve the minutes of HR Committee meeting on the 28th October 2020.
For 4, Against 0, Abstained 1
Proposed by Cllr Zarczynski and seconded by Cllr Gilson.

20/32/HR [HR Committee Terms of Reference](#)
Committee reviewed its Terms of Reference (adopted November 2018) and **RESOLVED unanimously (i) to remove “meetings will be in private...” and (ii) include Green & Open Spaces Committee and (iii) combine Finance & Policy Committee and (iv) to recommend for approval to Annual Council.**
For 5, Against 0, Abstained 0

Proposed by Cllr Zarczynski and seconded by Cllr Taylor.

- 20/33/HR [Appeals \(Complaints\) Committee Terms of Reference](#)
In line with Full Council decision 20/161 Committee RESOLVED to agree draft Terms of Reference of the Appeals Committee and (i) including amendments and (ii) recommend for approval to Annual Council.
For 5, Against 0, Abstained 0
Proposed by Cllr Gilson and seconded by Cllr Coombs.
- 20/34/HR [Recruitment Policy and Procedure](#)
In line with Full Council decision 20/189 Committee **NOTED** the approved Recruitment Policy & Procedure.
- 20/35/HR **Recruitment to Vacant Posts**
In line with Full Council decision 20/159 Committee RESOLVED to (i) approve the recruitment to two vacant establishment posts (ii) approved the proposed roles, job description /person specification ([Town Clerk Assistant](#) and [Market Manager](#)) with some amendments suggested by Cllr Taylor to the Market Manager Job Description (iii) hours/cost, (iv) advertisement for both posts was agreed to be internal and (v) [recruitment timetable](#), leading to identifying preferred candidates for recruitment to posts, with recommendations for confirmation of appointment brought to Full Council.
For 5, Against 0, Abstained 0
Proposed by Cllr Zarczynski and seconded by Cllr Taylor.
- Committee RESOLVED to agree the Interview Panel as Cllrs Zarczynski, Gilson, Carrigan and one other if needed.
For 5, Against 0, Abstained 0
Proposed by Cllr Zarczynski and seconded by Cllr Gilson.
- 20/36/HR **Processes for Employment Records**
Committee **NOTED** the processes for recording annual leave, sick leave, TOIL and overtime records and agreed that only extra payments need to be brought to Council for Approval.
- 20/37/HR [Payroll Service Level Agreement: HTC / EDDC](#)
Committee **NOTED** to Service Level Agreement (SLA) between HTC and EDDC for Payroll Services.
- 20/38/HR **Exempt Business**

Members RESOLVED unanimously to take the following items into Part B.

For 5, Against 0, Abstained 0

Proposed by Cllr Coombs and seconded by Cllr Zarczynski.

PART B

- 20/38/HR Update of Staff Matters**
Committee received an update on current staff matters.
- 20/39/HR Assistant Salaries**
In line with above Agenda item (Recruitment to Vacant Posts)
Committee RESOLVED to (i) inform Finance & Policy Committee and (ii) recommend to Full Council to appoint to and allocation of Town Clerk's Assistant role/s at LC1 substantive range.
For 5, Against 0, Abstained 0
Proposed by Cllr Gilson and seconded by Cllr Taylor.
- 20/40/HR Town Clerk Hours of Work**
In line with the employment contract, Committee **NOTED** the planned hours of work of the Town Clerk.
- 20/41/HR To close the meeting**
The meeting was closed at 19:53.